

VACANCY ANNOUNCEMENT

Deputy Director, Education Division
Federal Judicial Center
Washington, DC 20002-8003

The purpose of the Federal Judicial Center is to further the development and adoption of improved judicial administration in the courts of the United States, primarily through rigorous and objective research and education. Congress established the Center in 1967 as a separate organization within the federal judicial system at the request of the Judicial Conference of the United States. A nine-member board, chaired by the Chief Justice of the United States, determines its basic policies.

The Education Division provides education for federal court of appeals, district, bankruptcy, and magistrate judges and for federal judicial branch employees. Subject areas for judges include substantive and procedural legal topics, case and calendar management, ethics, and leadership and management. Subject areas for other court personnel include leadership and management, selected professional skills, and ethics. The Education Division delivers education and resources through a variety of means including: in-person programs to which participants travel; in-person programs conducted in courthouses for local participants; audio-, video-, and web conferences; programs and materials delivered over the courts' intranet; and in printed publications.

The Center seeks a Deputy Director for its Education Division.

DUTIES AND RESPONSIBILITIES:

The Deputy Director assists the Director of the Education Division in supervising a staff of more than 50 highly talented people who have extensive expertise and experience producing educational programs and resources for the courts. The staff includes attorneys, educators, video production and web instructional design experts, and program administration specialists. With these personnel and an annual program budget of over \$6,000,000, the Division provides education for approximately 2,000 judges and more than 20,000 court personnel.

The Deputy Director is responsible for day-to-day management of the Education Division, including allocation of resources and coordination of programs and projects among members of the Education Division and with other Center staff and people outside the Center. The Deputy Director oversees procurement, logistics, budget and personnel matters, and data collection and reporting.

The position requires some travel.

QUALIFICATIONS:

Mandatory:

An advanced degree in law, education, business administration or a social science.

At least five years of managerial experience in a professional institution or office, preferably in the fields of judicial and court education or continuing legal or other professional education.

Desirable:

Strong interpersonal and communication skills, including the ability to listen well and work collaboratively with highly motivated and experienced professionals and to build cohesive and effective teams.

Ability to work independently while respecting the role of the Division Director.

Ability to foster a culture of public service and individual growth.

Familiarity with federal procurement and personnel rules and procedures.

Familiarity with technology-based methods of adult education.

A record of scholarship.

Familiarity with the structure and operation of the federal judicial system, including the importance of judicial independence.

Familiarity with data development and analysis.

SALARY AND BENEFITS:

The pay level for this position in 2014 is \$155,000. All federal government benefits (e.g. leave, life and health insurance, retirement benefits) are applicable. An array of supplemental benefits are also offered including a transportation subsidy and a flexible benefit program allowing for pre-tax deductions for health insurance, health care, dependent care, and commuter expenses. The Center will consider a variety of flexible work arrangements for its employees including flextime and compressed schedules; partial telecommuting is also available on a case-by-case basis. The FJC is located in the Thurgood Marshall Building, conveniently situated to public transportation directly beside Union Station. The Marshall Building houses a child development center and a health fitness facility for its tenants. A civil service rating is not required. The position does not carry the tenure rights of positions in the competitive civil service.

APPLICATION PROCEDURE:

Submit a cover letter describing your qualifications for the position and a resume that specifies dates of employment, salaries, and responsibilities for all related positions to:

Federal Judicial Center
ATTN: Human Resources Office, Room 6-190
Announcement #14-02
Thurgood Marshall Federal Judiciary Building
One Columbus Circle, NE
Washington, DC 20002-8003

March 3, 2014

Announcement #14-02

To receive full consideration for this position, applications must be received by close of business April 4, 2014; however, this vacancy will remain open until filled. Please refer to Announcement #14-02 on your application.

THE FEDERAL JUDICIAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER